

April 21, 2021

NOTICE TO BIDDERS

The Tate County School District will receive bids for Propane Gas – FY22 in the following manner:

Un-priced bid proposals will be accepted until 10:00 am CST on Monday, May 10, 2021, in sealed envelopes at the Tate County School District Central Office, 574 Parkway Street, Coldwater, MS, or by electronic bid submission. Submissions will be evaluated and vendors submitting acceptable offers will be invited to submit priced bids. Electronic bids and/or reverse auction bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please contact Central Bidding at 225-810-4814.

Bidding will be held by electronic reverse auction on Wednesday, May 19, 2021 from 9:00 am to 9:30 am CST unless extended by anti bid-sniping.

Specifications are on file at the Central Office. To receive a copy of the specifications please contact the Business Manager by email: spatton@tcsdms.org. Specifications may also be downloaded at www.centralbidding.com, for a fee. All bids must comply with the specifications provided. The Tate County School District reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets.

The contract will be awarded to the lowest responsible bidder. The Tate County School District reserves the right to waive any informalities and to reject any or all bids.

Tate County School District
Attn: Sandy Patton, Business Manager
574 Parkway Street
Coldwater, MS 38618

To be published: April 21, 2021
 April 28, 2021

BID NOTICE

TO: PROSPECTIVE BIDDER

FROM: SANDY PATTON
TATE COUNTY SCHOOL DISTRICT
574 PARKWAY STREET
COLDWATER, MS 38618
662-562-5861

ISSUE DATE: APRIL 21, 2021

REQUEST FOR BIDS/REVERSE AUCTION

UNPRICED BID PROPOSALS

DATE: MONDAY MAY 10, 2021
TIME: 10:00 a.m., CST
LOCATION: TATE COUNTY SCHOOL DISTRICT
574 PARKWAY STREET
COLDWATER, MS 38618

BID OPENING (REVERSE AUCTION)

DATE: WEDNESDAY MAY 19, 2021
TIME: 9:00 a.m. to 9:30 a.m., CST
LOCATION: TATE COUNTY SCHOOL
574 PARKWAY STREET
COLDWATER, MS 38618

BID ITEMS

ITEM DESCRIPTION: PROPANE GAS – FY22

PROCUREMENT SCHEDULE:

Public Notice to Newspaper	April 14, 2021
Newspaper Run Dates	April 21 & 28, 2021
Release of Bid	April 21, 2021
Unpriced Bid Proposals	Monday, May 10, 2021 @ 10:00 a.m., CST
Reverse Auction for Approved Vendors	Wednesday, May 19, 2021 @ 9:00 a.m., CST
Approval by Board	Tuesday June 8, 2021

Un-Priced Proposals will be received by the Tate County School District, 574 Parkway Street, Coldwater, MS 38618 or electronically at www.centralbidding.com, at the date and time specified on the BID NOTICE. Neither dating of the un-priced proposal form, nor placing it in the mail by this date will meet legal requirements. All un-priced proposals must be received at the Board of Education or electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The Tate County School District reserves the right to reject any and/or all un-priced proposals received and to waive any and all informalities.

1. If submitting a paper un-priced proposal, it shall be typed. Any changes that are made must be initialed. No changes shall be allowed after the un-priced proposals are opened. The Tate County School District shall not be responsible for any errors or omissions. Un-priced proposals may be hand delivered, mailed or submitted electronically. Paper un-priced proposals must be submitted in a sealed 8" x 10" or larger envelope. Please label outside envelope or shipping box as follows or the bid may be rejected:
Attn: Sandy Patton
Propane Gas – FY22
Name of company or person submitting bid
2. Any un-priced proposals received after the opening date or time shall be refused and marked "Late Un-Priced Proposal" and returned to the bidder unopened. For this purpose the official time for the un-priced proposal opening shall be based upon the time as indicated by the Central Office.
3. Un-Priced Proposals may be modified or withdrawn by written notice from the Bidder, if received by the Central Office prior to the date and time set forth in the BID NOTICE. **In order to modify an un-priced proposal, the bidder must submit a new un-priced proposal with the words "Modified Un-Priced Proposal" shown in the lower left corner of the sealed envelope or shipping box.** The original un-priced proposal remains the property of the Tate County School District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an un-priced proposal, all documents shall remain the property of Tate County School District.
4. All items contained in this un-priced proposal are to be per specifications unless otherwise specified.
5. Paper un-priced proposals shall be submitted on the supplied un-priced proposal form, electronic un-priced proposals shall be submitted online at www.centralbidding.com. Should the bidder's response not be submitted on the supplied un-priced proposal form, the District reserves the right to reject the bid.

Qualification of Bidders:

Un-Priced Proposals will be evaluated and vendors submitting acceptable specifications will be invited to participate in the Electronic Reverse Auction. The Tate County School District reserves the right to extend the auction date if necessary to complete the pre-qualification process.

Method of Bidding:

Bids from approved vendors will only be accepted by bidding in this Electronic Reverse Auction Bid Event that has a date and time of starting Wednesday, May 19, 2021 at 9:00 a.m. CST. Bids will be accepted on a per gallon basis and bids will only be accepted in an Electronic Process hosted by Central Bidding and the Supplier must complete the free registration at: <https://www.centrauctionhouse.com/registration.php> to participate in this Electronic Reverse Auction Bid Process. For any questions relating to the electronic submittals and/or bidding process, please call Central Bidding at 225-810-4814.

ADDITIONAL INSTRUCTIONS:

ACCOUNTING PRACTICES:

The Tate County School District requires that Purchase Orders be issued before any items are ordered or delivered. The Tate County School District shall not be responsible for any products delivered without an approved Purchase Order, and/or without a signed acknowledgement of receipt by a District employee at time of delivery.

The awarded vendor shall provide accurate, readable, and timely reports, such as invoices, credits, and statements as requested by the District.

BUDGETARY CONSTRAINTS:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

GOVERNING LAW:

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be Tate County, Mississippi. Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost of legal action to Bidder.

W-9 Form:

The Tate County School District requires the attached W-9 Form to be completed and included in your bid submission.

INSURANCE REQUIREMENTS:

The Tate County School District requires a current copy of Liability and Workman's Compensation Insurance be included in your bid submission.

- (a) Commercial General Liability – Combined Single Limit in an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate;
- (b) Commercial Auto Liability – Combined Single Limit in an amount of \$1,000,000.00:
Workers' Compensation and Employer's Liability Insurance:
- (c) Workers' Compensation Limits: Statutory-State of Mississippi. Policy Shall include a waiver of subrogation in favor of Tate County School District. Employers' Liability: \$100,000.00 Each Accident; 500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;
- (d) The Tate County School District shall be named as an additional insured On the General Liability Policy and Automobile Policy;
- (e) Fidelity bonds shall be secured on all of Contractor's employees in amounts not less than \$5,000.00 per individual and \$25,000.00 per occurrence; and,
- (f) Proof of coverage must be placed on file with the school district by the Contractor and kept current throughout the term of this Contract.

I/We propose to furnish and deliver the items on the un-priced proposal form according to your specifications.
I/We further agree not to request permission to withdraw our bid after the bids have been opened.

This bid consist of the (A) BID NOTICE (B) BID INSTRUCTIONS, (C) SPECIFICATIONS AND UN-PRICED PROPOSAL FORM.

I/We, the undersigned, do hereby understand and accept the following instructions under which this un-priced proposal is being submitted.

(Company Name)

(Signature)

(Address)

(Name – typed)

(Federal ID Number)

(Title)

(Telephone)

(Date)

(Email)

(Fax)

Did you include the completed W-9 Form? Yes _____ No _____

RETURN THIS COMPLETED FORM WITH YOUR UN-PRICED PROPOSAL

If applicable, please acknowledge acceptance of addenda issued by checking below:

Addendum 1 _____

Addendum 2 _____

Addendum 3 _____

Addendum 4 _____

Required Specifications

Propane Gas – FY22

Bid will expire June 30, 2022

To provide propane gas for the following locations:

Strayhorn Elementary School

Strayhorn High School

East Tate Elementary School

Independence High School

Bid will include firm price for period, free of any escalator clauses.

No bids may be withdrawn for a period of thirty (30) days following the scheduled opening date.

Successful bidder will do any repair or service work on tanks owned by said bidder. Tate County Schools owns 15 tanks the bidder will be required to do repair and service on if needed. Cost proposal will be submitted to include parts and labor, and a purchase order will be issued for work to be done. Currently all tanks are in proper working order.

Supplier must be licensed to do business in the State of Mississippi. Nonresident and resident bidders shall attach written notice to this bid when preference statutes apply in the letter of public contract. A non-resident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Mississippi contracts only on the same basis as the non-resident bidder's state awards contracts to Mississippi contractors. If non-resident bidders state grants preference where the bidder is domiciled, the non-resident bidders shall cite the statute and attach the following: (1) the address written by the bidder on the form furnished by the school district is the domicile of the bidder, (2) the absence of an attached written notice of preference verifies the bidder has no preference statutes, and (3) an attached notice to bid must be assessed by the school district prior to awarding a public contract.

PROPANE GAS – FY22

Un-Priced Proposal Form

[illegible]